



RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946 Ph. (07) 895-8188 Fax. (07) 895-3256

APPLICATION FOR TRANSFER OF OWNERSHIP REGISTRATION OF HEALTH PREMISES

The Local Government Act 1974, Chapter 4 Of Model General Bylaws 1972

Office Use Only

Ref: _____ File: _____ Doc: _____ Date: _____ Staff Initials: _____

Name of Current Licensee: _____

Name of Business: _____

Business Address: _____

Postal Address: _____

Phone No: _____ Fax No: _____

Licence No: _____

Signature of Vendor: _____ Date: _____

Name of Purchaser: _____

Please complete if details have changed from that of the Current Licensee:

Name of Business: _____

Business Address: _____

Postal Address: _____

Phone No: _____ Fax No: _____

Signature of Purchaser: _____ Date: _____

Transfer of Registration \$25.00

Office Use Only

Date Applied: _____ Date for Inspection: _____ Date Issued: _____

Assessment No: _____ Licence No: _____

Receipt No: _____ Approved By: _____

Health Officer: _____



**FOOD HYGIENE REGULATIONS 1974
FIRST SCHEDULE**

1. **GENERAL**
The premise shall be well constructed in accordance with the bylaws of the local authority. They shall be in good repair. As far as may be practicable they shall offer no entrance or harbourage for rodents.

2. **FLOORS**
 - (a) Unless otherwise prescribed in these regulations, the floors –
 - (1) Shall be constructed of impervious and easily cleaned material that is resistant to wear and corrosion, and shall be adequately graded and drained, with all angles between the floors and walls rounded off to a height of not less than 75 millimetres from the floor; or
 - (2) Shall be constructed of the boards laid on a firm foundation and tightly cramped together and with all angles between the floors and the walls rounded; or
 - (3) Shall be constructed in accordance with the requirements of sub-paragraphs (1) or (2) of this paragraph and covered with a smooth surface material fixed to the floor with a suitable adhesive.
 - (b) The materials of which the floors are constructed shall in any event be suited to the work or process carried out on the premise.

3. **WALLS**
 - (a) The internal surface of the walls shall be constructed of dust proof materials, and shall smooth and non-absorbent, and shall be able to be readily cleaned without damage to surface.
 - (b) If the walls are liable to be wetted or fouled, they shall be constructed of impervious materials to a height of not less than 2 metres from the floor level.
 - (c) The internal surface of the walls shall be either painted or shall have such other finishes as an Inspector may approve.

4. **CEILINGS**
 - (a) Every ceiling or, where no ceiling is provided, the undersurface of the roof, and every support shall be of such construction and finish as to –
 - (1) provide a smooth, surface that is dust proof; and
 - (2) permit efficient and thorough cleaning.
 - (b) All trusses shall be completely enclosed.
 - (c) In every room in which food is manufactured, prepared or packed, or in which utensils or hands are washed, the ceiling or, where no ceiling is provided, the undersurface of the roof, shall have smooth, even surface that is non-absorbent and light in colour and can be easily cleaned without damage to the surface.
 - (d) No ceiling shall be less than 2.4 metres above the floor, measured at the lowest point of the ceiling.

5. **LIGHTING**
 - (a) The illumination provided in the premise shall be of sufficient intensity to enable effective inspection and cleaning of the premise, and to enable the purpose for which the premises are used to be satisfactorily carried out.
 - (b) In every room which food is manufactured, prepared, or packed, or in which hands are washed, the minimum illumination intensity shall be 215 lux at a point 200 millimetres above the floor.
 - (c) All lighting on the premise shall be reasonably free from glare and shall be distributed so as to avoid shadows.

6. **VENTILATION**
 - (a) The premise shall be provided with such ventilation as is necessary to maintain a comfortable conditions for persons in the premises.
 - (b) As far as practicable, the ventilation shall be adequate –
 - (1) To prevent the air on the premises from becoming excessively heated; and
 - (2) To prevent condensation and the formation of excess moisture on the floors, walls and ceilings; and
 - (3) For the removal of objectionable odours, fumes and impurities from the premise.



RUAPEHU DISTRICT COUNCIL

- (c) If the premises do not have adequate natural ventilation for the purpose of paragraphs (a) and (b) of this clause, they shall be provided with a mechanical system that obtains air flow from a clean area.
- (d) Where the premises are provided with mechanical ventilation system, it shall discharge air (including any vapours, gases, and other products produced during cooking or similar food preparation process or any other manufacturing process) in a manner that does not create a nuisance.
- (e) Where the premises are provided with mechanical ventilation system, an Inspector may require that it shall include such canopies, airducts, fans and other similar appliances as he/she considers necessary for the proper operation of the system in accordance with this clause. The canopies, airducts, fans and other appliances shall be designed and constructed of material that will facilitate cleaning and prevent grease and condensates from dripping on to food and on to food preparation surfaces.

7. SPACE

- (a) All premises shall contain sufficient floor space –
 - (1) To enable every person working there to carry out his/her work efficiently; and
 - (2) To allow easy access for cleaning purposes
- (b) Every working space, aisle, passageway, or area on the premises, to which it is intended that customers shall have access, shall be unobstructed and shall be sufficiently spacious to allow movement by workers and customers without contamination of food or food contact surfaces by clothing or personal contact.

8. CHANGING FACILITIES

- (a) The premises shall be provided with adequate and suitable lockers or other facilities for the orderly storage of clothing and personal belongings of workers on the premises.
- (b) The lockers or other facilities shall be situated and arranged so as to prevent the contamination of food by contact with clothing.
- (c) Where more than 4 persons work in the premises, a separate changing room shall be provided; and where those persons include at least one person of each sex, separate changing rooms shall be provided for each sex.
- (d) The facilities required by paragraph (a) of this clause shall be provided in a room in which the ceiling or (where there is no ceiling) the undersurface of the roof, and every wall is constructed or covered with a smooth surface material.

9. TOILET ACCOMMODATION

- (a) The premise shall be provided with sufficient toilet accommodation, in accordance with the Plumbing and Drainage Regulations 1959, for the workers on the premise.
- (b) All toilet accommodation shall be convenient to the places where the workers for whom it is provided are engaged in their work.

10. WASH-HAND BASINS

- (a) The premises shall be provided with wash-hand basins for the use of the workers engaged there, on the following basis:
 - (1) Where not more than 10 workers are engaged on the premises, there shall be not less than 1 basin.
 - (2) Where more than 10 workers are engaged on the premises, there shall be at least 1 separate basin for every whole group of 10 workers, together with an additional basin for the remaining workers.
- (b) Every wash-hand basin required under paragraph (a) of this clause shall be installed as near as may be practicable to the parts of the premises where the workers for whose use it is intended will be engaged whenever they are handling food for sale.
- (c) This clause shall not apply to premises on which the only food that is stored or sold is either prepacked or contained in sealed containers.

11. WATER SUPPLY

The premise shall be provided with an adequate supply of clear, wholesome water.



RUAPEHU DISTRICT COUNCIL

12. HOT WATER SUPPLY

The premise shall be provided with a hot water system having storage capacity approved by an Inspector to supply, during the time in every day when the premises are used, an adequate and continuous supply of piped hot water –

- (a) At temperature of not less than 63 degrees c, at all sinks and other equipment that are used for the washing of containers, utensils, and appliances; and
- (b) At a temperature of not less than 83 degrees C, for every other purpose for which hot water is required under these regulations.

13. PLUMBING

The premises shall be provided to the satisfaction of the Inspector with sinks, sanitary fixtures and accessories or other plant or appliances, that are of sufficient capacity to enable all appliances, containers, utensils, and equipment used in connection with the manufacture, preparation, packing or storage of food for sale, or consumption of food, or sale of food, to be cleaned efficiently and rendered hygienic in accordance with the requirements of these regulations.

14. SEWERAGE DISPOSAL

The premise shall be provided with sufficient, suitable drains to carry away the whole of the sewage and liquid wastes from the premise to a sewer, sewage tank, or other outfall, in accordance with the requirements of the Plumbing and Drainage Regulations 1959.

15. YARDS

- (a) Every yard or outside working area on the premises, and every pathway connected with such yard or working area, shall be provided to the satisfaction of the Inspector with an area that is paved with an impervious, washable surface. The paved area shall be provided with adequate drainage.
- (b) Reasonable access from other parts of the premises shall be provided to every yard on the premises.
- (c) Where no yard is provided on the premises, they shall contain a separate room or enclosure for the storage of refuse containers, any articles or materials that are not required for immediate use.
- (d) This clause shall not apply to any premise that are only used for the depositing and temporary holding of food pending loading or delivery.